

**ALBANY RESEARCH CENTER  
ENVIRONMENTAL, SAFETY, AND HEALTH POLICY  
Revision 1**

*February 25, 2000*

This document has been reviewed and approved by Albany Research Center Management.

**Review and Concurrence:**

Signed	3/24/00
_____ Jeffrey A. Hawk Chief, Materials Conservation Division	Date
Signed	3/22/00
_____ Arthur V. Petty, Jr. Chief, Materials Performance Division	Date
Signed	3/24/00
_____ Paul C. Turner Chief, Thermal Treatment Technology Division	Date
Signed	3/21/00
_____ Judith A. Vucovich Chief, Research Support Services Division	Date
Signed	3/24/00
_____ Richard P. Walters Research Program Office	Date
Signed	3/21/00
_____ William D. Riley Research Marketing Office	Date

**Approval:**

Signed	3/24/00
_____ George J. Dooley, III Research Director, Albany Research Center	Date

February 25, 2000

MEMORANDUM FOR All Albany Research Center Employees

FROM: George J. Dooley, III  
Research Director, Albany Research Center

SUBJECT: ARC Environmental, Safety, and Health Policy, Revision 1

**This policy supersedes *ARC Environmental Safety and Health Policy*, August 18, 1998.**

The care for and the maintenance of the safety and health of our employees, our visitors, the public, and our environment are an important and integral part of the work being done at this Center. At stake is the well-being and the lives and livelihood of our workers and neighbors and a healthy environment. This reality makes it essential that our current and future work practices use all known safe processes, procedures, and protective devices that will help to ensure that the highest level of safety and health are maintained in our workplace. To help us achieve this goal, we are now implementing the Department of Energy's Integrated Safety Management (ISM) System. We have developed, and I have approved, a Functions, Responsibilities, and Authorities Manual (FRAM) for the Center. This is part of an Integrated Safety Management Plan and serves as the basic document that describes how safety and health will integrate with the overall Research and Research Support Programs of the Center. Our ISM process and the associated required policies and related documents are being finalized and many of the ISM elements are in various stages of implementation.

Safety, health, and protection of the environment are not stand-alone programs. Environmental, Safety, and Health (ES&H) considerations must be an integral part of all Center activities — beginning with the planning and decision-making process and in every subsequent activity to project completion. Our first priority is always to engineer our projects and work processes to identify and eliminate as many hazards to people and to the environment as possible. Secondly, we next place administrative controls over the work to mitigate as many hazards as possible. Our third safety and health tier is to provide personal protective equipment that will safeguard the people involved in doing the actual work. Our pollution prevention ethic is to undertake appropriate measures to prevent the generation of contaminants, wastes, and other residual materials requiring disposal or release to the environment through source reduction and recycling. Where generation of such wastes cannot be avoided, action to reduce their volume and toxicity will be taken to ensure responsible and proper disposal. Finally, we will constantly strive to improve our ES&H performance through our Feedback and Continuous Improvement Program.

All employees have the authority and the responsibility to stop operations that present an unacceptable risk of harm to themselves or other employees, the public, the environment, or the ARC facilities. The conditions under which this authority may be exercised are set forth in ARC's Stop Work, Shut Down and Restart Policy. Only designated supervisory staff in concert with identified safety officials have the authority to restart operations, and then only after they are satisfied that the hazard has been addressed satisfactorily.

All phases of our ISM process will be conducted by well trained individuals who exhibit a dedication to our ES&H commitments. Employees will be provided general safety training (e.g., safety policies, fire protection, emergency preparedness, hazard identification) and job-specific training designed to enhance employee awareness, skills, and performance. Employees are encouraged to request new and refresher training that will provide the appropriate skill for them to complete their respective work assignments.

Existing ES&H policies, procedures, and processes will be followed until enhanced and updated ISM plans, procedures, and processes have replaced them.

Our contractors must recognize and accept that they must conform to ARC ES&H Policy. ARC criteria for awarding contractors their fees reflects our emphasis on ES&H performance.